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## **Application**

# **Lower-Emission School Bus Particulate Matter Retrofit Program**



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**939 Ellis Street  
San Francisco, CA 94109**

**March 2003  
(update May 2004)**

## TABLE OF CONTENTS

	Page
Introduction.....	1
Schedule .....	2
Application Workshop.....	2
Particulate Matter Retrofit Requirements...	2
Payment of Funds .....	3
Matching Fund Requirement .....	3
Authorizing Documents .....	3
Monitoring and Reporting .....	4
Application Instructions .....	4

## Introduction

This document summarizes the application process and program requirements for the Lower-Emission School Bus Particulate Matter (PM) Retrofit Program. It contains an overview of the Program, a discussion of the application process, program requirements and guidelines used to evaluate applications. We encourage potential applicants to review this document in its entirety prior to preparing a grant application.

On December 7, 2000 the California Air Resources Board (CARB) adopted the Lower-Emission School Bus PM Retrofit Program. The Air District is the local administrator for the Program, and will comply with the program and project requirements set forth in CARB's Lower-Emission School Bus PM Retrofit Program Guidelines. The goal of the Lower-Emission School Bus PM Retrofit Program is to reduce school children's exposure to pollution by providing financial assistance for school districts, or their contractors, to retrofit their 1977 and newer diesel school buses.

The Bay Area Air Quality Management District (Air District) will approve, at its discretion, up to \$2.3 million in Lower-Emission School Bus PM Retrofit Program grants. No applicant is guaranteed funding. Actual reimbursement of project costs by the Air District is conditional upon receipt of adequate funding from CARB.

Submit the completed application form to:

Michael Murphy, Principal Environmental Planner  
BAAQMD  
939 Ellis Street  
San Francisco, CA 94109

Applications will be reviewed for compliance with program requirements. All eligible projects will be funded until funds are exhausted. In the event of a shortfall in the amount of funds available, a random lottery will be used.

Any questions on the Lower-Emission School Bus Particulate Retrofit Program can be directed to Mr. Murphy at (415) 749-4644 or [mmurphy@baaqmd.gov](mailto:mmurphy@baaqmd.gov).

### **Particulate Matter Retrofit Requirements**

All requests for funding must meet the following requirements to be eligible for funding:

1. Bay Area public school districts that own and operate school buses, including under provision of a joint powers agreement, are eligible to apply for funds. School transportation companies that provide transportation services, under contract to Bay Area public school districts, may also apply for funding.
2. In-use 1977 and newer model year diesel-powered buses qualify for retrofits, if an ARB verified retrofit device is available for the engine application.
3. All retrofit devices must be certified by ARB to achieve at least a 25% reduction in PM. For a list of manufacturers and certified retrofit devices go to <http://www.arb.ca.gov/diesel/verifieddevices/verdev.htm>.
4. School districts and school transportation contractors shall be responsible for obtaining low-sulfur diesel fuel (15 ppm maximum sulfur content) to ensure proper operation of the retrofit device. Provisions shall be made to avoid fueling of retrofitted buses with diesel fuel with too high of a sulfur content.
5. School districts and school transportation contractors are encouraged to retrofit all eligible buses in their fleet.

### **Payment of Funds**

1. Program will pay for the full purchase and installation cost of the retrofit devices.
2. Program will also provide a one-time payment of \$500 per retrofitted bus to offset part or all of the incremental increase in purchase cost of low-sulfur fuel (<15 ppm).
3. The Air District will make payment on a reimbursement basis after the installation of the retrofit devices. Proof of installation shall accompany any request for reimbursement of approved funds.

### **Matching Fund Requirement for PM Retrofit Program**

No matching funds are required of the school district or school transportation contractors.

### **Authorizing Documents**

No school board resolution authorizing submittal of the application is required. A private school bus company is not required to obtain a resolution from its contracting school district(s).

### **Monitoring and Reporting**

School districts and private contractors receiving funding shall notify the Air District when the retrofit devices are ordered and when the devices are installed.

### **Application Instructions**

To receive PM Retrofit funds, school districts or contractors must complete the School Bus PM Retrofit application. Complete each section of the PM Retrofit Program application as necessary. Fill in the information form for the diesel buses to be retrofitted with PM devices. Complete one row for each bus to be retrofitted with a PM device. Applicants may attach additional information as needed.

***Please attach to the application a price quote(s) for the requested retrofit devices.***

Additional application forms are also available on the Air District's web site at [www.baaqmd.gov/planning/plntrns/schoolbus.htm](http://www.baaqmd.gov/planning/plntrns/schoolbus.htm) or via e-mail at [tfca@baaqmd.gov](mailto:tfca@baaqmd.gov).

Applications via fax machine will not be accepted. Submit one copy of each application to:

Michael Murphy, Principal Environmental Planner  
Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, CA 94109

## Lower-Emission School PM Retrofit Program Application

SCHOOL DISTRICT NAME: \_\_\_\_\_

SCHOOL TRANSPORTATION COMPANY NAME: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip \_\_\_\_\_

**CONTACT PERSON:**

● Name/Title/Position: \_\_\_\_\_

● Phone Number: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

● E-mail Address: \_\_\_\_\_

BUS PM RETROFIT FUNDS REQUESTED: \_\_\_\_\_

● Number of retrofit devices \_\_\_\_\_

**AUTHORIZATION**

To the best of my knowledge and belief, data in this application are true and correct. Submittal of the application has been duly approved and authorized by the governing board of the applicant, or other duly authorized agent. The applicant will maintain program compliance with the criteria listed in the Lower-Emission School Bus PM Retrofit Program.

Named (Typed) \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Proposed Diesel Buses to Be Retrofitted with PM Devices**  
**Information Form**

<b><u>BUS ID</u></b> <b><u>Number</u></b>	<b><u>VIN Number</u></b>	<b><u>Bus Manufacturer</u></b>	<b><u>Engine</u></b> (make, model, year)

Please complete one row for each bus to be retrofitted. Attach additional pages, as needed.